



GEORGIA DEPARTMENT OF REVENUE

▪ MOTOR VEHICLE DIVISION ▪

P.O. Box 740381, Atlanta, GA 30374-0381 ▪ Tel: 1-855-406-5221

Lynnette T. Riley, Commissioner ▪ Georgia Steele, Director

IRP-Change Fleet Type

1. Login to the IRP application from the Georgia Trucking Portal at www.cvisn.dor.ga.gov
2. From "Applications" tab, select "IRP." Then from "Process" tab, select "Fleet" and "Change Fleet Type."
3. Click "Proceed", click "Select" icon located to the left of fleet year requiring change of fleet type.
4. Fleet Details Screen: locate "Fleet Type" field, choose "FOR-For Hire" or "PVT-Private, then click "Proceed."
5. Click "proceed" again to confirm selection, this will direct you to the "Billing Details" screen.
6. Billing Details Screen: review billing information and then click "Proceed" in order to calculate bill/invoice.
7. You may adjust "Invoice Report Type" if necessary, then click "Proceed" to generate Temporary & Invoice.
8. Pop-up of electronic PDF versions of TA and Invoice will generate. Print & save for your records.
9. Once documents are saved, close PDF documents screen by clicking on "X" in upper right corner of screen.
10. IRP system screen should reflect Billing successful, TA generated, and Invoice report successfully generated.
11. Payment Details Screen: click "Proceed" to begin payment process.
12. Payment Verification Screen: click "Proceed" to make payment or "Add to Cart" to make payment later.
13. Payment/Cart Management: review and verify transaction and then click "Proceed" to continue.
14. Click either the "Credit Card" or "E-Check" button in order to choose preferred method of payment.
15. (A pop-up will appear, transferring to the "Official Payments" website which will open in a new window).
16. (Complete payment information on Official Payments website, clicking "Continue" until completed.)
17. Close Official Payments window and click "Close" in IRP system in order to return to the payment screen.
18. Click "Proceed" to continue to Payment Summary page.
19. Click "Proceed" to apply Official Payments payment information to IRP system.
20. This will complete payment process & generate payment receipt and electronic apportioned Cab Card(s).
21. Hard copy of paper Cab Card with decal/sticker(s) will ship via the United States Postal Service (USPS).



For more information, please visit the Georgia Trucking Portal at www.cvisn.dor.ga.gov/Home or scan the QR code.